



TELECOMMUNICATIONS FACILITIES SUBMITTAL REQUIREMENTS

THIS APPLICATION CHECKLIST PERTAINS TO MAJOR TELECOMMUNICATIONS FACILITIES (SECTION A), MINOR TELECOMMUNICATIONS FACILITIES (SECTION B) AND MODIFICATIONS TO EXISTING TELECOMMUNICATIONS FACILITIES (SECTION C).

A. Major Telecommunications Facilities - Conditional Use Permit (CMC § 17.65.060)

- ☐ 1. Completed Application Form.
- ☐ 2. Application processing fees:
 - a. Major Telecommunications Facility: \$6,910.00
 - b. Public Notice fee of \$135.00
 - c. Scanning fee of \$47.00
 - d. Legal publication fee (if set for City Council public hearing) of \$85
 - e. County Clerk processing fee of \$50.00 to be paid at time of application submittal
 - f. Fish & Wildlife Negative Declaration fee of \$2,216.25 (to be determined at PRC); or
 - g. Fish & Wildlife EIR fee of \$3,078.25 (to be determined at PRC)
- ☐ 3. Completed Environmental Information Form with:
 - a. Photographs of site and surrounding area (a minimum of 4 site and 4 surrounding) labeled north, east, south, west and mounted on 8.5"x11" paper.
 - b. Environmental Impact Assessment fee
 - 1. \$3,395 mitigation fee
 - 2. \$340 exemption
- ☐ 4. Twenty (20) full size (24"x36" folded to 8.5" x 14") copies of each of the following plans, drawn to scale and signed and stamped by a licensed professional engineer (placed in sets with the plans described in Item #5), which must clearly demonstrate that the proposed telecommunications facility complies with Chapter 17.65 of the Corona Municipal Code and the City's Location, Development, and Design Guidelines and Standards for Telecommunications Facilities:
 - a. Site plan
 - b. Preliminary grading plan (if applicable)
 - c. Utility Plan (existing and proposed wet and dry utilities) (if applicable).
- ☐ 5. Twenty (20) 11" x 17" copies of each of the following documents, drawn to scale and signed and stamped by a licensed professional engineer (placed in sets and folded 8-1/2" x 11"), which must clearly demonstrate that the proposed telecommunications facility complies with Chapter 17.65 of the Corona Municipal Code and the City's Location, Development, and Design Guidelines and Standards for Telecommunications Facilities:

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- a. Site plan
 - b. Preliminary grading plan (if applicable)
 - c. Utility plan (existing and proposed wet and dry utilities) (if applicable)
 - d. All four elevations of the proposed telecommunications facility, including the location and a depiction, with height and width measurements explicitly stated, of the support structure or tower, as applicable, and all antennas, transmission equipment, and base stations.
 - e. A scaled depiction of the maximum permitted increase authorized under Section 6409 of the Middle Class Tax Relief Act (i.e., a modification to an existing facility that does not substantially change the physical dimensions of the existing facility).
 - f. Elevations of any mechanical equipment or equipment shelter details, with height and width measurements explicitly stated.
- ☐ 6. One (1) set of 8.5"x11" reduction of all plans required by Items #4 and #5 above (including colored renderings).
 - ☐ 7. Detailed photo simulations depicting before and after conditions and identifying the potential visual impacts of the proposed telecommunications facility, with views from both public areas and private residences.
 - ☐ 8. RF Propagation Maps for the proposed telecommunications facility.
 - ☐ 9. Map and list of all existing telecommunications facilities owned or operated by the applicant company in the City of Corona (List to include APN, facility type, and height).
 - ☐ 10. A letter signed and dated by the applicant addressing the scope of work, co-location opportunities and telecommunications facilities in the vicinity which were considered for co-location opportunities if applicable.
 - ☐ 11. Analysis and verification that the proposed telecommunications facility will not interfere with other adjacent or neighboring transmission or reception functions.
 - ☐ 12. Noticing package which includes:
 - a. List of the owners' names, addresses and assessor's parcel numbers of properties within 500 feet of subject site, prepared and certified by a licensed Title Company from latest tax roll.
 - b. List of property occupants' addresses (when owner mailing address is different than property address) and assessor parcel numbers for properties within 500 feet of the subject site.
 - c. Assessor's maps (reduced to 8.5"x11") showing the subject site and the properties listed in the 500 foot radius.
 - d. Two sets of gummed mailing labels with the names and addresses for the lists of property owners and occupants required by Items #12(a) and (b) above.
 - ☐ 13. Proof of ownership (i.e., latest Grant Deed) of the property where the telecommunications facility is proposed to be located.
 - ☐ 14. Letter of authorization from the record property owner if different than applicant.
 - ☐ 15. Submit one (1) CD containing the following information organized in the following folders:
 - a. Application Materials: Including but not limited to a completed application, environmental application, grant deeds, noticing package, letter of authorization, title reports, photographs, and applicant letter.
 - b. Technical/Environmental Studies if applicable.
 - c. Plans: Including but not limited to site plans, grading plans, utility plans, architectural elevation plans and renderings, floor plans, conceptual landscape plans.

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B. Minor Telecommunications Facilities – Minor Conditional Use Permit (CMC § 17.65.055):

- ☐ 1. Completed Application Form.
- ☐ 2. Application processing fees:
 - a. Minor Telecommunications Facility: \$1,970.00
 - b. Scanning fee of \$47.00
- ☐ 3. Completed Environmental Information Form with:
 - a. Photographs of site and surrounding area (a minimum of 4 site and 4 surrounding) labeled north, east, south, west on 8.5"x11" paper.
 - b. Environmental Impact Assessment fee
 - 1. \$3,395 mitigation fee
 - 2. \$340 exemption
- ☐ 4. Five (5) 11" x 17" copies of each of the following documents, drawn to scale and signed and stamped by a licensed professional engineer (placed in sets and folded 8-1/2" x 11"), which must clearly demonstrate that the proposed telecommunications facility complies with Chapter 17.65 of the Corona Municipal Code and the City's Location, Development, and Design Guidelines and Standards for Telecommunications Facilities:
 - a. Site plan
 - b. Preliminary grading plan (if applicable)
 - c. All four elevations of the proposed telecommunications facility, including the location and a depiction, with height and width measurements explicitly stated, of the support structure or tower, as applicable, and all antennas, transmission equipment, and base stations.
 - d. Verification of compliance with the American National Standards Institute (ANSI) under their FCC license agreement.
 - e. Lease agreement (tentative or final) indicating that no exclusive agreements have been made to prevent future carriers from locating on the same site or facility, as well as a design plan which does not preclude potential additional carriers.
 - f. Utility plan (existing and proposed wet and dry utilities) (if applicable)
 - g. Elevations of any mechanical equipment or equipment shelter details, with height and width measurements explicitly stated.
- ☐ 5. One (1) set of 8.5"x11" reduction of all plans required by Item #2 above (including colored renderings).
- ☐ 6. Detailed photo simulations depicting before and after conditions and identifying the potential visual impacts of the proposed telecommunications facility, with views from both public areas and private residences.
- ☐ 7. RF Propagation Maps for the proposed telecommunications facility.
- ☐ 8. Map and list of all existing telecommunications facilities owned or operated by the applicant company in the City of Corona (List to include APN, facility type, and height) for tracking purposes.
- ☐ 9. A letter signed and dated by the applicant addressing the scope of work, co-location opportunities and telecommunications facilities in the vicinity which were considered for co-location opportunities if applicable. The letter should include narrative of feasibility of co-locating additional telecommunications on the tops of buildings, existing structures, and/or clustering facilities. If co-locations or clustering is not possible for a particular proposal, the applicant shall include in the submittal package evidence of such inability.
- ☐ 10. Analysis and verification that the proposed telecommunications facility will not interfere with other adjacent or neighboring transmission or reception functions.

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- ☐ 11. Noticing package which includes:
 - a. Separate lists of the owners' names, addresses and assessor's parcel numbers of property within 500 feet of subject site, prepared and certified by a licensed Title Company from latest tax roll.
 - b. List of property occupants' addresses (when owner mailing address is different than property address) and assessor parcel numbers for properties contiguous to the site.
 - c. Assessor's maps (reduced to 8.5"x11") showing the subject site and the properties listed in the 500 foot radius.
 - d. Two sets of gummed mailing labels with the names and addresses for the list of property owners and occupants required by Items #9(a) and (b) above.
- ☐ 12. Proof of ownership (i.e., latest Grant Deed) of the property where the telecommunications facility is proposed to be located.
- ☐ 13. Letter of authorization from the record property owner if different than applicant.
- ☐ 14. A CD containing the following information:
 - a. PDF copy of all application materials, including but not limited to a completed application, environmental application, grant deeds, noticing package, letter of authorization, title reports, etc.
 - b. PDF copy of all plans. (Please note any revision to any plan or rendering will be cause to replace the digital copy in full).

C. Modifications to Existing Telecommunications Facilities (CMC § 17.65.065):

- ☐ 1. Completed Application Form.
- ☐ 2. Application processing fees:
 - a. Zoning Administrator Review of Modification: \$1,095.00
 - b. Scanning fee of \$47.00
- ☐ 3. Five (5) 11" x 17" copies of each of the following documents, drawn to scale and signed and stamped by a licensed professional engineer (placed in sets and folded 8-1/2 x11"), which must clearly demonstrate that the proposed telecommunications facility complies with Chapter 17.65 of the Corona Municipal Code and the City's Location, Development, and Design Guidelines and Standards for Telecommunications Facilities:
 - a. Site plan
 - b. Preliminary grading plan (if applicable)
 - c. All four elevations of the proposed telecommunications facility, including the location and a depiction, with height and width measurements explicitly stated, of the support structure or tower, as applicable, and all antennas, transmission equipment, and base stations. The elevations shall also explicitly depict the height and width measurements of the existing tower, base station and transmission equipment as they existed on February 22, 2012 or as approved if constructed after February 22, 2012.
 - d. Utility plan (existing and proposed wet and dry utilities) (if applicable)
 - e. Elevations of any mechanical equipment or equipment shelter details, with height and width measurements explicitly stated.
- ☐ 4. One (1) set of 8.5"x11" reduction of all plans required by Item #3 above (including colored renderings).
- ☐ 5. Detailed photo simulations of before and after conditions identifying the potential visual impacts of the proposed telecommunications facility, with views from both public areas and private residences.
- ☐ 6. Map and list of all existing telecommunications facilities owned or operated by the applicant company in the City of Corona (List to include APN, facility type, and height) for tracking purposes.

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- ☐ 7. A written statement specifically explaining how the proposed modification to an existing telecommunications facility does not constitute a substantial change in the physical dimensions of the existing telecommunications facility pursuant to CMC § 17.65.065(C).
- ☐ 8. A letter signed and dated by the applicant addressing the scope of work.
- ☐ 9. Analysis and verification that the proposed telecommunications facility will not interfere with other adjacent or neighboring transmission or reception functions.
- ☐ 10. Proof of ownership (i.e., latest Grant Deed) of the property where the telecommunications facility is proposed to be located.
- ☐ 11. Letter of authorization from the record property owner if different than applicant.
- ☐ 12. A CD containing the following information:
 - a. PDF copy of all application materials, including but not limited to a completed application, grant deeds, letter of authorization, title reports, etc.
 - b. PDF copy of all plans. (Please note any revision to any plan or rendering will be cause to replace the digital copy in full).

D. NOTICE TO APPLICANTS:

1. Acceptance of application at the counter does not represent a complete application. California Government Code Section 65943 provides for 30 days in which the City can review the application and determine completeness. The applicant will be sent a letter during this time period stating the application is complete or that additional items are necessary.
2. It is recommended that applicant, representative or property owner should be present at all hearings.
3. All correspondence and reports will only be mailed to the applicant identified on the application.
4. If you have any questions regarding the above, please call the Community Development Department at (951) 736-2262.
5. All full size plans or maps submitted shall be folded to a maximum size of 8" x 14" with the title block visible.

E. ATTACHMENTS:

1. CMC Chapter 17.65
2. CMC Section 17.92.110
3. Location, Development, and Design Guidelines and Standards for Telecommunications Facilities

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